

**NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 09-550T OPENING DATE: 19-Jan-2010 CLOSING DATE: 9-Feb-2010

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

ADMINISTRATIVE ASSISTANT, GS-0303-07, TC70237000, SGT/E5 - SSG/E6

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

SALARY RANGE: \$37,330.00-\$48,524.00 PA
SUPERVISORY ☐ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Joint Forces Headquarters, (JFHQ), Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and be able to qualify for the following MOS/Branch: 42A

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current and those eligible for membership in the (All Units), Arizona Army National Guard.** Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Upon selection, a member who does not currently possess a 42A MOS will have six months from time of appointment become qualified in the MOS. Failure to obtain qualification will result in termination of appointment.

NOTE: Selected individual will be required to transfer M-Day units of Joint Force HQ CMD.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of an extensive body of program analysis technical rules, guidelines, regulations and precedents to provide sound recommendations to the Command Administrative Officer (CAO).
2. Skill in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.
3. Knowledge of the duties, priorities, commitments, basic policies and program goals of the organization sufficient to perform comprehensive administrative support assignments.
4. Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs.
5. Skill and proficiency in typing to accomplish word processing and office automation tasks.
6. Ability to communicate effectively both orally and in writing.
7. Ability to perform independently within defined objectives and supervisory defined priorities.
8. **Ability to work in a confidential environment and track multiple calendars for scheduling within the supported office.**

SPECIALIZED EXPERIENCE: Must have 12 months experience in providing technical and administrative assistance for programs at an executive level. Experience in maintaining and administering multiple support budgets for an executive level office and in maintaining a calendar and scheduling appointments.

BRIEF JOB DESCRIPTION: This position is located in the Command Section of the Joint Force Headquarters. The purpose of this position is to provide technical and administrative assistance for programs within the Command Administrative Officer's (CAO) area of responsibility. Assists in managing the Internal Management Control Program (IMCP). Gathers and organizes the IMCP material, establishes a suspense system, drafts the annual JFHQ plan, and provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Assists the JFHQ leadership (TAG, Assistant Adjutant General & SCSM) and Chief of Staff with planning and coordination of the Command Inspection program. Assists in the development of inspection schedules; coordination of timetables with staff directorates and major commands; development of areas of inspection through analysis of prior inspection reports and identification of previous problem areas. Assists with the officer evaluation program. Monitors suspense dates for submission of Officer Evaluation Reports (OERs) to the Chief of Staff. Assists in the development of policy letters which may require researching applicable directives from higher authority to ensure that no conflict will result from issuance of new policy. Maintains and administers multiple support budgets for the Command Administration Office. Maintains personal contact with functional managers to discuss administrative practices and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Controls access to the CAO. Maintains the CAO calendar and schedule of appointments. Reviews incoming correspondence, publications, regulations, and directives which may affect the supervisor, or programs within the supervisor's purview. Provides for control of all-classified documents for the Command Administrative Office. Responsible for orders input, budget monitoring, and quality control on travel orders through AFCOS or DTS.

SELECTING OFFICIAL: COL Alberto Gonzalez
